



Job Opportunity

State Controller's Office

Position: Student Assistant

Statewide

Location: 21st Century Project - Personnel/Payroll Services Division
710 Riverpoint Court, Suite 150, West Sacramento, CA 95605

Issue Date: June 4, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Paulette Childs, (916) 375-6071

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-4870-931

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the 21 Century Project's Technology Infrastructure Manager (DPM II), the incumbent will provide technical support of all microcomputer and electronic processing system for the 21st Century Project. The incumbent must be currently enrolled in an appropriate field of study in Information Technology; e.g., Management Information Systems, Computer Science, etc., to be considered for this position.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Provide hardware and software maintenance and support;
- Diagnose and repair hardware and software problems;
- Install PC hardware and software;
- Customize PC system and equipment for end user;
- Perform routine tasks for network and Microsoft Active Directory;
- Prepare hardware and/or software procurement quotes;
- Maintain and update the 21st Century Project hardware and software inventory; and,
- Maintain a current and active knowledge of microcomputer equipment, software, and trends impacting the operations of automated office systems.

Desirable Qualifications:

Attributes:

- Ability to communicate effectively.
- Good analytical and interpersonal skills.
- Ability to easily adapt to change and act effectively under pressure.
- Willingness to learn new tasks and show initiative.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Ability and willingness to accept new responsibilities and accept personal responsibility for the development of the knowledge and skills necessary to succeed.
- Ability to create and sustain cooperative working relationships.
- Possess the following personal traits: patience, tact, reliability, and dependability.

Desired Experience:

- Knowledge of local area networks.
- Knowledge of Microsoft Active Directory.
- Knowledge of desktop computing technologies.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

21st Century Project - Personnel/Payroll Services Division
710 Riverpoint Court, Suite 150
West Sacramento, CA 95605

Attn: Paulette Childs